



**City of Baltimore  
Department of Finance**

**CHIEF, BUREAU OF BUDGET AND MANAGEMENT RESEARCH**

The City of Baltimore is seeking a dynamic, analytical, self-motivated leader to direct and coordinate the activities and operations of budget management and fiscal research units. The Chief, Bureau of Budget and Management Research is responsible for planning, directing and coordinating the preparation and administration of the budget of Baltimore City Government including budget formulation and execution. This visionary will make recommendations for budget adjustments based on observed trends in the City's revenue and will present budget and management proposals in a public setting. The Chief, Bureau of Budget and Management Research, must have knowledge of the principles and policies of public or business administration and the analysis of administrative methods and procedures. The incumbent receives executive direction from the Director of Finance.

**DESIRABLE EDUCATION AND EXPERIENCE:** A bachelor's degree in business or public administration or a related field from an accredited college or university and seven years of experience in planning, administering and executing budgets including three years in directing others in the preparation and analysis of budgets and in management and program analysis. A master's degree in business or public administration or a related field from an accredited college or university may be substituted for one year of the non-supervisory experience. Experience working in the public sector is preferred.

Salary will be commensurate with education and experience.

**NOTE:** Those under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position no later than Friday, October 26, 2007 to:

Edward Gallagher, Director  
Baltimore City Department of Finance  
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Baltimore, Maryland 21202  
Email: [edward.gallagher@baltimorecity.gov](mailto:edward.gallagher@baltimorecity.gov)

[www.baltimorecity.gov](http://www.baltimorecity.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

Sheila Dixon, Mayor

Gladys B. Gaskins, HR Director